

ISF048  
C 03/01  
R 05/03



## INTEGRATED STATEWIDE INFORMATION SYSTEMS REQUEST FOR POSITION SECURITY – HR

Position No./Agency No.: \_\_\_\_\_ Agency No(s): \_\_\_\_\_

Select Organization Units within Agy(s): ☐ N ☐ Y  
If "Y", list org. unit(s).

**ACTION:**

- ☐ Establish Access  
☐ Revise Access  
☐ Remove Access  
☐ Temporary Auth.

Start Date: \_\_\_\_\_  
End Date: \_\_\_\_\_

Below you will find a list of the available security roles. Select the processing authority to be granted for the position number listed above. **NOTE: All previous authorizations for the position listed will be replaced by the selections indicated herein.**

**Paid Agency EA Processor:**

- ☐ ISIS HR Actions  
☐ Organization Management  
☐ Transfer Administrator  
☐ Retroactive Calculation  
☐ Merit Administration  
☐ Master Data Administrator

☐ **ISIS HR Time Administrator:**

*Pers. Area(s) / Time Admn. Code(s):*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Non-Paid Agency EA Processor:**

- ☐ ISIS HR Actions  
☐ Organization Management  
☐ Transfer Administrator  
☐ Merit Administration

**Special Authorizations:**

- ☐ Inquiry Only  
☐ Agency Fiscal  
☐ DPS Reporting

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### Authorization to Assign Position Security

I authorize the position named above to have the access indicated on this form. I understand that should this position no longer require access within ISIS HR that I am to submit this form to the Division of Administration SIS Security Administrator within one working day.

**Department Undersecretary**

Name (Please Print) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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SIS Use Only:

Date Completed: \_\_\_\_\_

Completed By: \_\_\_\_\_



## REQUEST FOR POSITION SECURITY – HR ISF048 FORM INSTRUCTIONS

Revised 05/03

This form is currently designed for use by agencies to establish, revise, and remove security related to a position.

**Position No./Agency No.:** Position to be assigned to ISIS HR Security and agency number where position is assigned.

**Agency No(s).:** Agency number(s) the position is authorized to maintain or display.

**Select Organization Units Within Agy(s):** If position requires processing authority at the Agency Number(s) level, select **N**. If position requires processing authority at a level lower than the Agency number, select **Y** and list the organizational units to which security should be granted.

**Note:** The top level organizational unit for which position should have processing authority may be listed and access will be granted to all subordinate units under the authority of the top organizational unit.

**Action (box):** Check appropriate action to be taken for position number displayed on form.

Establish Access	Establish ISIS HR security for a position that previously did not have ISIS HR security.
Revise Access	Revise access to a position that has ISIS HR security. Change access previously established for a position. (Completely replaces the security profile associated with the position).
Remove Access	Remove ISIS HR security for a position that will no longer require ISIS HR access.
Temporary Auth.	Allows temporary processing access within ISIS HR. Indicate the validity period for the temporary authorization by completing the Start Date and End Date.

### **Paid Agency EA Processor:**

ISIS HR Actions	Processes ISIS HR Actions, including hire, rehire, position characteristic changes, organizational assignments, enrollment in retirement plans, and extended leave (LWOP).
Organization Management	Creates and maintain organizational units and positions.
Transfer Administrator	Processes ISIS HR transfer actions and separation actions.
Retroactive Calculation	Responsible for entry of ALL changes which have an effective date prior to the start of the current payroll period.
Merit Administration	Processes, reviews and releases appropriate merit increases through compensation management. Also performs manual merit processing and maintains PPR ratings/re-ratings.
Master Data Administrator	Enters worker's compensation adjustments, employee recoupments, other taxes and leave payouts. Adjusts annual/sick leave accruals and balances. Authorizes off cycle checks. Maintains additional payments, recurring payments/deductions.

**ISIS HR Time Administrator:** Enters attendance and absences, certain premium, shift differential and on-call pays. Also changes employee work schedules.

Pers. Area(s) /  
Time Admn. Code(s) Agency number(s) and Time Administrator codes that time administrator has authority to access.

**Non-Paid Agency EA Processor:**

ISIS HR Actions	Processes ISIS HR Actions, including hire, rehire, position characteristic changes, organizational assignments, and extended leave (LWOP).
Organization Management	Creates and maintain organizational units and positions.
Transfer Administrator	Processes ISIS HR transfer actions.
Retroactive Calculation	Responsible for entry of ALL changes which have an effective date prior to the start of the current payroll period.
Merit Administration	Processes, reviews and releases appropriate merit increases through compensation management. Also performs manual merit processing and maintains PPR ratings/re-ratings.

**Special Authorizations:**

Inquiry Only	Allows inquiry only access to the agencies authorized.
Agency Fiscal	Allows agency Fiscal Staff reporting access to their agency(s) Financial Data within ISIS HR.
DPS Reporting	Allows special reporting for Public Safety only.

The authorization section must be completed by the Department Undersecretary before ISIS HR Security will be attached to a position or the information about an existing one changed.